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KENT COUNTY JUVENILE DETENTION

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CENTRAL REGISTRY CLEARANCE INSTRUCTIONS

As part of your application for the Kent County Juvenile Detention Center, you are required to complete the attached Request for Central Registry Clearance form. Mail or hand-deliver the completed DHS-1929 form and a copy of your picture identification to the local Department of Human Services office at 121 Franklin Street, S.E., Suite 200, Grand Rapids MI 49507. If you like, we can submit your completed form to DHS for you. Do not forget to sign it and include a copy of your current driver's license.

To pick up the results in person, you must present picture identification. To have the results mailed to you, a copy of your picture identification must be provided with the form.

If you are NOT listed on Central Registry and provide written consent on the DHS-1929, a copy of the results of the Central Registry clearance will be sent to us as your:

- Employer
- Potential employer.
- Agency for which the individual is volunteering or applying to volunteer

Remember, the registry clearance results are required in order that they can become part of your file. We must have the letter results from DHS. Your approval to be on site is contingent upon your satisfactory completion of this process.

If you have any questions, please feel free to contact us at the above-listed number.